

## PROCEDURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law 38-2-3(d), the City of Newport hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the City of Newport may be presented orally or in writing to the Office of the City Clerk of the City of Newport, 43 Broadway, Newport, Rhode Island 02840 during normal business hours (8:30 AM to 4:30 PM, Monday through Friday), by calling 401-845-5351, or by e-mailing [ksilvia@cityofnewport.com](mailto:ksilvia@cityofnewport.com).
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the Public Records Act Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instances, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(5)(i)(A) through (Y), the City reserves the right to claim such exemption.
5. In accordance with Rhode Island General Law 38-2-4, the City may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the City of Newport shall be considered one request.
6. The City of Newport is not obligated to produce for inspection or copying records that are not in the possession of the City of Newport. Moreover, the City of Newport is not required to reorganize, consolidate, or compile data that is not maintained by the City of Newport in the form requested.

The City of Newport is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

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### REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

To submit an online request for public records, please provide the following information. A valid email address and description of records requested is required.

Contact Information: (Please provide the following information)

First Name

Last Name

Address

City

State

Zip

Email

Telephone/Facsimile

Requested Info:

**CITY OF NEWPORT, RHODE ISLAND**  
**Office of the City Clerk**  
**PUBLIC INFORMATION REQUEST**

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Address (if information is to be mailed):

\_\_\_\_\_  
\_\_\_\_\_

Information requested, please be specific: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the time period of: \_\_\_\_\_

ALL COPIES OF PUBLIC DOCUMENTS ARE \$.15 PER PAGE  
(Access to Public Records Act—RI General Laws Sec. 38-2-1 et seq)

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**FOR OFFICE USE ONLY**

REQUEST REFERRED TO: \_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

DEPT. RESPONSE TO THIS REQUEST PROVIDED ON: \_\_\_\_\_

BY: \_\_\_\_\_ DEPT: \_\_\_\_\_

RESPONSE TO INQUIRER PROVIDED ON \_\_\_\_\_ BY \_\_\_\_\_